

Instructions for Preparing WSDOT City Street Form DOT 333-009

1. The Budgeting, Accounting, and Reporting System (BARS) Manual, revenue and expenditure sections, should be used to prepare this report. If questions arise or assistance is needed to complete this form, please contact the Office of State Auditor (360/753-3540) or WSDOT Economic Analysis as mentioned below.
2. All street/road-related revenues and expenditures from any fund type (including debt service, general fund, special revenue, etc.) should be included in the report. The "Summary of Street/Road Related Fund Activity" section of the report on Page 5 should check to the other pages. The total of revenues from all street/road-related funds should equal total revenues from Pages 1-3. Likewise, total expenditures from all street/road-related funds should equal total expenditures from Pages 3-4.
3. Please note several new revenue items are included in the form to improve reporting accuracy.
4. List ONLY street/road-related long-term debt on the "Status of Long-Term Debt" section, Page 5 of the form. Detail of debt issues by type, purpose, amounts outstanding, new issues, and reporting year redemptions are needed. Specify if any are refunding issues.
5. Beginning in CY 2003, additional transportation expenses are requested. Preservation (541.00), General Administration (543.00), and Operations (544.00) detail items are included. Consult the BARS manual for guidance. A definition of preservation expense is provided at the following website <http://www.wsdot.wa.gov/TA/Software/> at the County Road & City Street form section or request the definition via e-mail to the person(s) listed below.
6. Traffic Policing expenditures should include all highway and traffic police costs that are associated with the enforcement of local highway, traffic, and safety laws. This includes any applicable funds administered through other offices as well as any diverted road funds. If these specific expenditures are not known, your best estimate is requested. There is a line in the revenue section of the report to offset the expenditure if the revenue source (e.g., property tax) is not known.
7. Please be specific in reporting local, state, and federal revenue sources. Use blank spaces provided in numerical sequence by BARS code and include a descriptive title (e.g., Community Economic Revitalization Board grant, Federal Emergency Management grant, Public Works Trust Fund loan). Additional space is provided for reporting revenue sources if needed.
8. Please report total Federal Highway Administration revenues received, either as direct grants or as pass-through funds from the state Department of Transportation, under BARS Code 333.20.2X. All other federal funds received for road and street purposes should be reported under the appropriate items listed on the form, or under Federal Grants -- Direct (BARS Code 331.00) or Federal Grants -- Indirect (BARS Code 333.00).
9. If you have notes, comments, or worksheets that would clarify data being reported, please attach them to the report.
10. The report is **due by May 31, 2004** per RCW 35.21.260. If you cannot meet this deadline, please contact Nancy Richter (360/705-7940) or Jim Miernyk (360/705-7935) or e-mail to the address below.
11. Mail completed forms to:
Manager, Economic Analysis
Strategic Planning & Programming
Washington State Department of Transportation (WSDOT)
P.O. Box 47400
Olympia, WA 98504-7400

or e-mail to Nancy Richter (richten@wsdot.wa.gov) or Jim Miernyk (miernyj@wsdot.wa.gov).



For Budget Year _____

City/Town	Prepared by	Phone
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Revenues and Expenditures for City Streets and Related Activities
(Round to the Nearest Dollar)

A. Revenues and Other Sources of Financing

Bars Code	Description	Amount
	Traffic Policing	
310.00	Taxes	
311.10	Real and Personal Property Taxes	
313.10	Local Retail Sales and Use Tax	
316.10	Business and Occupation Taxes	
316.30	Commercial Parking Tax	
316.40	B & O Taxes on Privately Owned Utilities	
316.50	B & O Taxes on Utilities of Other Governments	
316.70	Government Owned Utility Tax	
317.14	Local Motor Vehicle Fuel Tax - Border Area Jurisdictions	
317.30	Local Real Estate Excise Tax	
317.70	Other Operating Assessments	
320.00	Licenses and Permits	
321.00	Business Licenses and Permits	
321.91	Franchise Fees	
322.40	Street and Curb Permits	
332.90	Other Nonbusiness Licenses and Permits	
331.00	Federal Grants-Direct (Specify)	
331.14.20	Federal Community Planning and Development Block Grant	
331.20	Federal Department of Transportation	
331.83.5X	Federal Emergency Management Agency	
332.00	Federal Entitlements, Impact Payments & In-Lieu Taxes (Specify)	
333.00	Federal Grants - Indirect (Specify)	
333.14.20	Federal Community Planning and Development Block Grant	
333.17.20	Federal Employment and Training Administration (JPTA)	
333.20.60	Highway Traffic Safety Administration	
333.81	Federal Department of Energy	
333.83.50	Federal Emergency Management Agency	
333.20.2X	Federal Highway Admin. Grants (Direct or Indirect)	

A. Revenues and Other Sources of Financing

Bars Code	Description	Amount
334.00	State Grants (Specify)	
334.03.1X	Department of Ecology	
334.03.80	Urban Arterial Board Grants	
334.03.81	Transportation Improvement Board Grants	
334.04.1X	Department of Community, Trade & Economic Development	
335.00	State Shared Revenues	
335.00.84	Capron Refunds (cities within Island & San Juan Counties)	
335.00.91	PUD Privilege Tax	
335.02.31	Reforestation Harvest Tax	
336.00	State Entitlements, Impact Payments & In-Lieu Taxes	
336.00.81	Local Option Vehicle License Fee	
336.00.87	Motor Vehicle Fuel Tax - City Streets	
336.00.88	Motor Vehicle Fuel Tax - Arterial Streets (Highways)	
336.00.90	Local Option Motor Vehicle Fuel Tax - Highway Purposes	
336.06.94	Liquor Excise Tax	
336.06.95	Liquor Control Board Profits	
337.00	Interlocal Grants, Impact Payments & In-Lieu Taxes (Specify)	
338.00	Intergovernmental Service Revenues	
338.42	Road and Street Maintenance Services	
338.95	Road and Street Construction Services	
340.00	Charges for Services	
341.50	Sales of Maps and Publications	
342.40	Protective Inspection Fees	
343.20	Engineering Fees and Charges	
343.83	Storm Drainage Fees and Charges	
343.90	Other Services Related to Environment	
344.10	Road/Street Maintenance Repair Charges	
344.20	Sales of Road Materials	
344.50	Fuel Sales	
344.90	Other Transportation Related Fees	
345.81	Zoning and Subdivision Fees	
345.83	Plan Checking Fees	
345.85	GMA Impact Fees	
348.20	Internal Service Fund Sales of Road Materials	
348.50	Internal Service Fund Fuel Sales	
348.96	Personnel Service Fees	
349.42	Interfund Road Maintenance Services	
349.48	Interfund Municipal Vehicles and Equipment	
349.95	Interfund Road Construction and Engineering Services	
350.00	Fines and Forfeits	
353.00	Civil Infraction Penalties	
354.00	Civil Parking Infraction Penalties	

A. Revenues and Other Sources of Financing (Continued)

Bars Code	Description	Amount
360.00	Miscellaneous Revenues	
361.11	Investment Interest	
361.50	Interest and Penalties on Special Assessments	
361.90	Other Interest Earnings	
362.00	Rentals, Leases, etc.	
366.10	Interfund Interest	
367.00	Contributions and Donations from Private Sources	
368.00	Special Assessment Principal	
369.10	Sale of Scrap and Junk	
369.40	Judgments and Settlements	
369.90	Other Miscellaneous Revenues	
381.20	Interfund Loan Repayment Received	
390.00	Other Financing Sources	
391.10	General Obligation Bond Proceeds	
391.30	Special Assessment Bond Proceeds	
391.60	Proceeds of Bond Anticipation Notes/Warrants	
391.80	Intergovernmental Loan Proceeds (State to Arterial Street)	
395.10	Proceeds from Sale of Capital Assets	
397.00	Operating Transfers - In (Specify)	
	Total Revenues and Other Sources of Financing	

B. Street and Related Expenditures

Bars Code	Description	Amount
595.00	Construction	
595.10	Engineering	
595.20	Right of Way	
595.30	Roadway	
595.40	Drainage	
595.50	Structures	
595.60	Traffic and Pedestrian Services	
595.61	Sidewalks	
595.62	Special Purpose Paths	
595.63	Street Lighting	
595.64	Traffic Control Devices	
595.65	Parking Facilities	
595.70	Roadside Development	
595.80	Ancillary Operations	
595.90	Construction Administration and Overhead	
	Total Construction	

541.00	Preservation	
541.10	Engineering	
541.30	Roadway	
541.40	Drainage	
541.50	Structures	
541.60	Traffic and Pedestrian Services	
541.61	Sidewalks	
541.62	Special Purpose Paths	
541.63	Parking Facilities	
541.90	Preservation Administration and Overhead	
	Total Preservation	

B. Street and Related Expenditures (Continued)

542.00	Maintenance	
542.10	Engineering	
542.30	Roadway	
542.40	Drainage	
542.50	Structures	
542.60	Traffic and Pedestrian Services	
542.61	Sidewalks	
542.62	Special Purpose Paths	
542.63	Street Lighting	
542.64	Traffic Control Devices	
542.65	Parking Facilities	
542.66	Snow and Ice Control	
542.67	Street Cleaning	
542.70	Roadside	
542.80	Ancillary Operations	
542.90	Maintenance Administration and Overhead	
	Total Maintenance	
543.00	General Administration	
543.10	Management	
543.30	General Services	
543.50	Facilities	
543.60	Training	
543.70	Miscellaneous	
	Total Administration	
544.00	Operations	
544.20	Engineering	
544.40	Planning	
544.70	Miscellaneous	
544.90	Operations Administration and Overhead	
	Total Operations	
	Other Street Related Expenditures	
521.70	Traffic Policing	
545.00	Extraordinary Operations	
594.00	Capital Expenditures	
594.42	Construction of Facilities	
519.70	Other Jobbing and Contract Work	
	Total Other Street Related Expenditures	
	Debt Service Expenditures	
591.00	Redemptions - GO Bonds	
591.00	Redemptions - LID/RID Bonds	
591.00	Redemptions - Other Long-Term Debt	
592.00	Interest and Other Debt Service Costs	
	Total Debt Service Expenditures	
	Additional Entries Affecting Fund Balance	
597.00	Operating Transfers Out (Specify)	
	Total Additional Entries Affecting Fund Balance	
Total Road and Related Expenditures		

Summary of Street / Road Related Fund Activity for Reporting Year _____

Fund Number	Fund Name	Revenues	Expenditures
Totals		(Should equal Total Rev., page 3)	(Should equal Total Exp., page 4)

Status of Long-Term Debt (Street/Road Related Debt Only, Go Bonds, LID/RID Bonds, Long-Term Loans, etc.)

Refunding*	Type of Bond, Note, or Loan GO, LID/RID, etc.)	Purpose (Street, Parking, Street Lighting, Sidewalks, Storm Sewers, Etc.)	Amount Outstanding Jan. 1, _____	Amount Issued (Current Yr.)	Amount Redeemed (Current Yr.)	Amount Outstanding Dec. 31, _____
Totals						

*Check all with refunding issues.

Street Inventory Report End of Calendar Year _____

Type of Surface	Cement Concrete Pavement	Asphalt Plant or Road Mix	Bituminous Surface Treatment	Gravel or Crushed Rock	Dirt and Unimproved	Total Miles
Centerline Miles						